



Pass-A-Loutre Wildlife Management Area 2014-2019 Houseboat Mooring Lease Application Notification And Lottery Permit Application Details

The Louisiana Department of Wildlife and Fisheries (LDWF) will be accepting bids and lottery application for houseboat mooring sites on Pass-a-Loutre Wildlife Management Area (PALWMA). LDWF will bid out two of five mooring sites and select lottery applicants for three of the five mooring sites. The highest bidders will be awarded a five-year lease agreement. Lottery applicants selected will be assigned a one-year permit. The agreements will specify rules and regulations for houseboat mooring.

Lease bid application forms and lottery application forms with the required check or money order, and other required information, must be **complete** and **received** in room 422 of the LDWF Headquarters Building, 2000 Quail Drive, Baton Rouge, LA 70808 by 10:00 am on **July 31, 2014**.

Bid opening will be 10:00 am on **July 31, 2014** at the LDWF Headquarters Building, 4th Floor Conference Room, 2000 Quail Drive, Baton Rouge, LA 70808. The public is permitted to attend. Selected lease bid applicants will be notified by phone on July 31, if not present at the bid opening. The lottery drawing winners for the three remaining mooring site permits would be notified by August 15, 2014. Incomplete applications will be rejected.

The mooring permits issued will only be valid through hunting season and not year round. Hunting season permits will allow permittees to tie up their vessels from September 1 through March 15. Sixteen day "off season" permits are also available free of charge.

Houseboat permit applications can be obtained by contacting the LDWF New Iberia Office at 337-373-0032. Contacts for houseboat mooring information are Cassidy Lejeune (clejeune@wlf.la.gov), Shane Granier (sgranier@wlf.la.gov), or Trebor Victoriano (tvictoriano@wlf.la.gov).

Minimum criteria for bid submittals and lottery permit applications

- Applicants must be a minimum of 18 years of age.
- Applicants will be screened for past wildlife and criminal violations. Applicants with felony convictions or Class II or above wildlife violations, WMA violations, or littering violations within the last five years shall be disqualified (as determined by LDWF Enforcement Division).
- Applicants must follow instructions issued by LDWF personnel.

Additional Bid System Details

- Leases will be issued by bid system. An application will be made available to the public and will include a "blank" for a dollar amount per year for mooring site. An appropriate deadline will also be stated for official bid submittals. The bid process will take place during the months of June and July. Leases will be awarded to the highest bidders.
- A minimum bid will be \$300.00/year. Bid amounts submitted must be a simple dollar amount/year which is the same for each year. The first year bid amount must be submitted with the application. Check or money order will only be accepted. Checks must be made out to **Louisiana Department of Wildlife and Fisheries**.
- Payments from bidders that successfully secure a permit are non-refundable. Non-selected bidders' checks and money orders will be returned.
- The leases will be valid for a five-year period. Annual payments from lease holders must be received by LDWF by August 31.

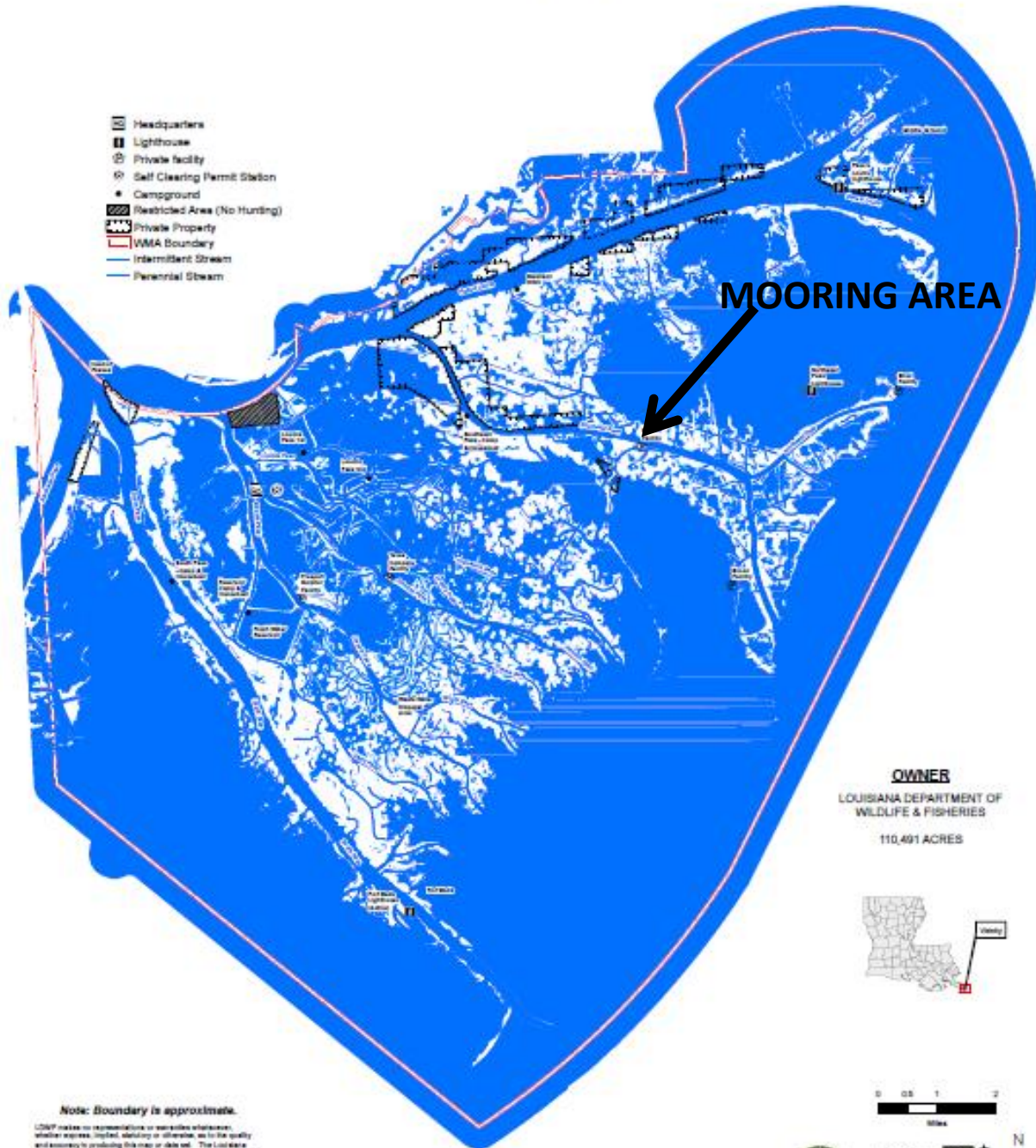
- Bidders will indicate their preferred pilings on the application. Piling preference will be given to higher bidders (i.e., highest bidder gets first choice).
- Sub-leasing of sites will be allowed. All sub-leasing must be approved by LDWF. New sub-lease holders will be required to pay LDWF directly. All sub-leasing must occur between March 16 and June 30.
- Houseboat leases may be terminated by the houseboat owner at any time. However, lease fees are not reimbursable.
- Fees for years 2 - 5 of the lease period will be submitted to the LDWF New Iberia Office, 2415 Darnall Rd., New Iberia, LA 70560.
- New decals will be issued each year after payments are received. The decals must be on the houseboats before they are transported to the WMA.
- Year round mooring will be prohibited. Continuous use of houseboat mooring spots will only be allowed on the WMA between September 1 and March 15. Lease holders can have access to their sites only during that time period. All possessions, structures, docks, gear, lumber, etc. must be removed from the site by March 15 each year.
- Only one houseboat (i.e., living space) will be permitted for each lease. Floating porches, barges, or other large structures that do not provide living accommodations may be permitted, but must be approved by LDWF. All permitted structures must fit "long ways" within designated areas. Parking houseboats and porches "side by side" will not be permitted.
- Leases will be specific to leaseholders' houseboats. Before moving a vessel to PALWMA, owners will have to provide information about the vessel (length, width, contact information, proof of ownership, etc.), current photos of the vessel, and clearance/renewal from Louisiana Dept. of Health and Hospitals (LDHH) regarding treatment of waste water. Substituting houseboats will not be permitted, unless approved by LDWF. The photos and clearance from LDHH must be submitted with bid application.
- There will be no deadlines for use of the lease(s) once hunting season opens. Houseboat owners will be allowed to use the site at his/her discretion during the permitted mooring periods.
- Lease sites are located on Southeast Pass only. Overnight mooring of vessels that provide lodging for hire will be prohibited.
- The lease holder will be liable for his/her vessel and will be liable for any actions, activities, accidents, etc. that occur at the lease site. LDWF will not be liable (i.e., moor at your own risk). Lease holders will also be responsible for salvage if their boat sinks while on PALWMA.
- Failure to comply with houseboat regulations, camping regulations, and/or any other WMA rules/regulations may result in the cancellation of lease privileges without refund.

Additional Lottery System Details

- After the bidding of lease sites are finalized, LDWF will issue the remaining houseboat mooring sites via computerized lottery drawing. Unsuccessful bidders can participate in the lottery process if they submit a lottery application and separate check with required \$300.00.
- LDWF will distribute applications for interested parties to fill out and return to **Baton Rouge by July 31, 2014**. Completed application must include current photos and annual clearance/renewal from LDHH.
- A fee of \$300.00 for two piling sites will be charged for all permits. Payments must be submitted with applications (mailing address: LDWF Headquarters Building, 2000 Quail Drive, Room 422, Baton Rouge, LA 70808). If selected via the lottery, fees are non-refundable. If not selected, fees will be returned.
- Only checks or money orders will be accepted. Checks and money orders will be made payable to: **Louisiana Department of Wildlife and Fisheries.**
- Lottery mooring sites will be assigned annually via a computerized lottery drawing. Every applicant has an equal chance of being selected. Applications must be submitted each year in July to be eligible for lottery sites.
- Mooring sites will only be available on Southeast Pass.
- Permits are not transferrable. Houseboats cannot be substituted once a permit is issued. Only the houseboat that is registered with LDWF as part of the application process can be used on PALWMA.
- The permits will be valid from September 1 through March 15.
- Since fees will be collected, there will be no deadline for use of the permit once hunting season opens. Houseboat owners will be allowed to use the site at his/her discretion during the permitted mooring periods.
- Applications not selected via the lottery will be returned to the applicant along with their check or money order for lottery fees. The lottery process is final for those applicants selected once payment is accepted and a permit is issued. If an individual is not selected via the lottery process, he/she will have to re-apply the following year for a permit.
- No year-round mooring is permitted and houseboat permits are only valid for one year (no multi-year permits). Permits will include a letter and vinyl decal.
- Overnight mooring of vessels that provide lodging for hire will be prohibited.
- The permit holder will be liable for his/her vessel and will be liable for any actions, activities, accidents, etc., that occur at the lease site. LDWF will not be liable (i.e., moor at your own risk). Permittees will also be responsible for salvage if their boat sinks while on PALWMA.
- All structures, belongings, gear, etc. must be removed from the WMA by the permit deadline.
- Failure to comply with houseboat regulations, camping regulations, and/or any other WMA rules/regulations may result in the cancellation of lease privileges without refund.

Please note: Outside of the hunting season, houseboat mooring must comply with WMA camping regulations (i.e., 16-day periods). LDWF will issue permits for up to 16-days for the public on an “as requested / as available” basis. No fees will be charged for these permits. However, all houseboats must obtain a permit as stated in the camping section of the “Louisiana Hunting Regulations.”

PASS A LOUTRE
WILDLIFE MANAGEMENT AREA
SEPTEMBER 2013



OWNER
LOUISIANA DEPARTMENT OF
WILDLIFE & FISHERIES
110,491 ACRES

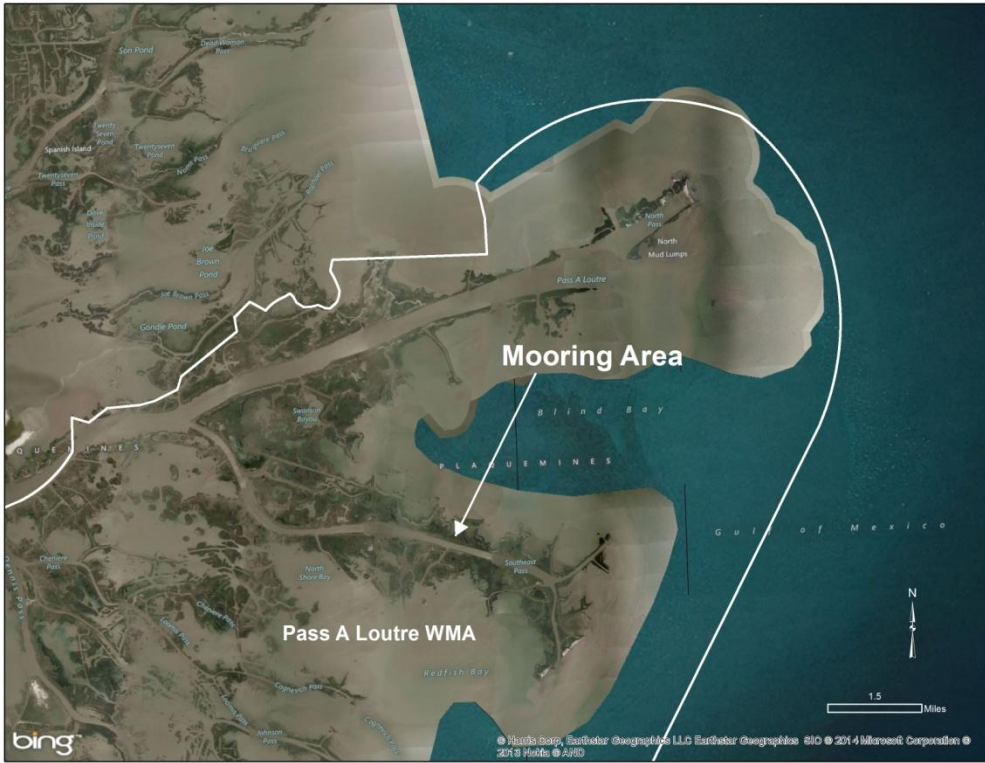


Note: Boundary is approximate.

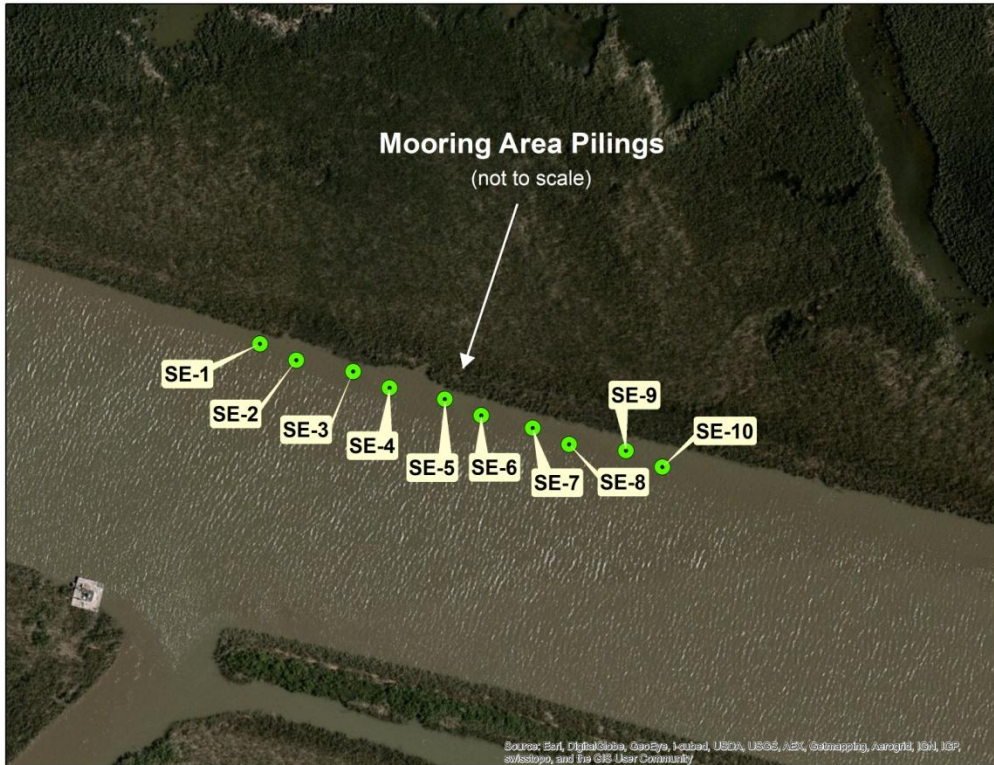
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MAP OF SOUTHEAST PASS MOORING AREA



SOUTHEAST PASS MOORING LOCATION PILINGS





**LOUISIANA DEPARTMENT OF
WILDLIFE AND FISHERIES**

PASS A LOUTRE WMA

2014-2019 HOUSEBOAT MOORING LEASE BID APPLICATION FORM

SSN: _____	Name: (first, middle, last) _____
Address: _____	City: _____ State: _____
Zip: _____	Phone: _____ Phone (Cell/Other): _____
Email: _____	DOB: _____ Driver's license #: _____
Registration #s (if applicable): _____	Boat length: _____ Boat width: _____
Other structures (porches, floating docks, etc.): _____ Length: _____	

NOTES:

- Bid application forms received with incomplete information will not be processed.
- Please attach 2014 photos of your vessel (photographs of sides, front, and rear). No fax copies will be accepted.
- Please contact Louisiana Department of Health and Hospitals (LDHH) to obtain a Letter of Renewal/Clearance for your method of handling waste water. You must attach a copy of the LDHH document to this application. To contact LDHH in Plaquemines Parish, call 504-394-3510.

Please fill in the following blanks about your preference for locations (specify pilings in pairs, example 1-2 or 9-10): 1st Preference Pilings #s _____. 2nd Preference Pilings #s _____.

Leaving blanks for preferred locations and piling numbers will be considered a "no preference" response. LDWF will assign mooring sites for any applicant that does not have a preference.

I OFFICIALLY BID \$ _____ PER SEASON FOR A HOUSEBOAT MOORING LEASE.

Payments must be submitted with this application (check or money orders only) made payable to the **Louisiana Department of Wildlife & Fisheries**. Payments will be returned to unsuccessful bidders.

I certify that the information that I have provided in this bid application packet is correct. Falsification of this information may cause my application to be rejected and/or subject me to immediate dismissal from the LDWF houseboat mooring program.

Signature of Applicant

Date

Completed bid application forms must be received by 10:00 a.m. on July 31, 2014 in Room 422 of the LDWF Office at 2000 Quail Drive, Baton Rouge, La. 70808. Bid application forms can be mailed to LDWF Houseboat Applications, 2000 Quail Drive, Baton Rouge, La. 70808, Attn: Tracy Mancuso (Room 422). However, bidders are hereby notified that LDWF is not responsible for any delays caused by the bidder's chosen method of bid delivery. Failure of bid delivery to Room 422 by the designated time and date shall result in rejection of the bid.



WILDLIFE AND FISHERIES

PASS A LOUTRE WMA HOUSEBOAT MOORING PERMIT **LOTTERY APPLICATION**

NAME: _____

STREET ADDRESS/ P.O. BOX: _____

CITY, STATE, ZIP CODE: _____

PHONE NUMBER: _____

EMAIL: _____

BOAT NUMBER (If applicable): _____

BOAT LENGTH (If applicable): _____

OTHER STRUCTURES (porches, barges, etc.) _____

NOTE:

- THE LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES IS NOT RESPONSIBLE FOR ANY DAMAGE, THEFT, OR VANDALISM TO YOUR HOUSEBOAT WHILE IT IS ON THE WMA. MOOR AT YOUR OWN RISK.
- YOU ARE REQUIRED TO REMOVE YOUR HOUSEBOAT AND ANY DEBRIS AT YOUR OWN EXPENSE UPON THE EXPIRATION OF THIS PERMIT. IF YOU FAIL TO COMPLY WITH THIS REGULATION, FUTURE MOORING PRIVLEDGES MAY BE DISALLOWED.
- IF YOU FAIL TO REMOVE YOUR HOUSEBOAT AND/OR ASSOCIATED STRUCTURES/DEBRIS BY THE EXPIRATION DATE, YOU SHALL BE LIABLE FOR THE COST OF ITS REMOVAL IF LDWF COORDINATES REMOVAL.
- IF YOU FAIL TO COMPLY WITH ANY REGULATIONS PERTAINING TO HOUSEBOAT MOORING, CAMPING, OR ANY OTHER WMA RULES/REGULATIONS, YOUR MOORING PREVLEDGES MAY BE REVOKED.
- LOTTERY APPLICATION FORMS RECEIVED WITH INCOMPLETE INFORMATION WILL NOT BE PROCESSED. PLEASE SUBMIT CHECK OR MONEY ORDER (\$300.00) MADE PAYABLE TO THE LOUISIANA DEPARTMENT OF WILDLIFE & FISHERIES WITH THIS APPLICATION.
- ATTACH 2014 PHOTOS OF YOUR VESSEL (SIDES, FRONT, AND REAR). NO FAX COPIES WILL BE ACCEPTED.
- A LETTER OF RENEWAL/CLEARANCE FROM LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS (LDHH) FOR YOUR METHOD OF HANDLING WASTE WATER MUST BE ATTACHED TO THIS APPLICATION. CONTACT LDHH IN PLAQUESMINES PARISH FOR MORE INFORMATION: 504-394-3510.
- I HAVE READ AND UNDERSTAND THE CONDITIONS AND REQUIREMENTS OF THIS PERMIT APPLICATION PROCESS (I.E., COVER LETTER AND APPLICATION) AND AGREE TO ABIDE BY THEM.

Completed lottery application forms must be received by 10:00 a.m. on July 31, 2014 in Room 422 of the LDWF Office at 2000 Quail Drive, Baton Rouge, La. 70808. Lottery application forms can be mailed to LDWF Houseboat Applications, 2000 Quail Drive, Baton Rouge, La. 70808, Attn: Tracy Mancuso (Room 422). Applicants are hereby notified that LDWF is not responsible for any delays caused by the applicant's chosen method of delivery. Failed delivery of the lottery application and required documents to Room 422 by the designated time and date shall result in rejection of the application.

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

PERMIT NUMBER _____

DATE ISSUED _____ EXPIRATION DATE _____